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Bulletin Number	20779BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	REGIONAL ADMINISTRATOR, CHILDREN AND FAMILY SERVICES
Exam Number	T9103C
Filing Type	Open Continuous
Filing Start Date	10/22/2013
Salary Type	Monthly
Salary Minimum	8293.73
Salary Maximum	12553.23
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Directs the administration of children's protective services programs in a large geographical service region consisting of several Department of Children and Family Services offices. Positions allocable to this class report to the Deputy Director, Children and Family Services, and are responsible for the administration and direction of a service region which administers social service programs to children and families in need of protective services. Incumbents must exercise knowledge of the principles of management and supervision, as well as the methods of planning and budgeting to meet the needs of a large geographical service delivery area. In addition, incumbents must be familiar with the regulations, policies, and procedures related to the major children and family services programs administered by the department.
Essential Job Functions	<p>Plans, organizes, directs and evaluates, through subordinate managers, the implementation of a major children's services delivery program for a large geographical area.</p> <p>Plans, organizes and directs subordinate managers and staff in evaluating administrative needs for budget, personnel, facilities, and other administrative functions for regional operations.</p> <p>Participates in studies to determine the effectiveness of children's services programs and the need for modification in program policies and procedures.</p> <p>Maintains effective public relations with other jurisdictions and agencies, civic groups, and the public.</p> <p>Directs the review and analysis of existing and proposed federal, state, and local regulations, governing departmental programs and operations.</p> <p>Evaluates the impact of legislation on departmental operations and makes recommendations on proposed changes that affect the administration of the Department's program.</p> <p>Directs the preparation of position papers and reports for the Deputy Director, Children's Services, including reports to local, state and federal</p>

agencies, committees, and commissions.

Assists the Deputy Director, Children's Services, in developing and implementing objectives, goals, policies and procedures for the regional offices, including those on affirmative action and community relations.

Acts as a Deputy Director, Children's Services, in his/her absence.

Requirements

ONLINE FILING ONLY

SELECTION REQUIREMENTS:

A Master's degree* in Social Work, Psychology, Counseling, or a related Human Services field** from an accredited*** college or university - **AND** -

Four years of experience at the level of Los Angeles County's class of Children's Services Administrator III**** or Assistant Regional Administrator, Children and Family Services***** serving as the immediate assistant to the director of the development or administration of a children and family services program.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*In order to receive credit for a Master's Degree or higher, you must attach a photocopy of the diploma or official transcripts to the online application at the time of filing or during the examination process.

**Human services related fields include majors in Psychology, Sociology, Child Development, Social Work, Behavioral Science, Human Development, Human Services, Child and Adolescent Development, Early Childhood Development, Clinical Psychology, Counseling, Family and Child Development, Family Studies, Marriage and Family Therapy, Marriage, Family and Child Counseling.

****In County service, a Children's Services Administrator III directs the development or administration of children's services programs for adoptions, foster care, protective services, residential care or specialized program and/or directs the administrative or technical support services provided to these programs.

*****In County service, an Assistant Regional Administrator, Children and Family Services directs the administration of children's protective services or adoption programs in a regional office, the Child Protection Hot Line, Emergency Response Command Post, Adoptions Operations, Juvenile Court Services, or other specialized program.

**Accreditation
Information**

*****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

The examination will consist of an oral interview weighted 100%. The interview will evaluate Job Preparation; Management, Administrative and Leadership ability; Problem Solving and Decision Making; Written and Verbal Communication; and Interpersonal and Public Relations.

**Special
Information**

Candidates must achieve a passing score of 70% or higher in the oral interview in order to be placed on the eligible register.

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions defined by the County policy (PPG 514) of a "sensitive position" may be withheld from appointment or may be discharged.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Children and Family Services.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be added to the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete in this examination more than once every twelve (12) months.

**Available Shift
Application and
Filing
Information**

Any

Online Filing Only:

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application.

We may close this examination at any time without prior notice.

Applicants must submit their applications and required documents at the time of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 by 5:00 pm, PST, within five (5) days of filing or by 5:00 pm, PST, on the last day of filing, whichever comes first. Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the online application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, hours worked, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries

throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Department Contact Phone	213 351 5855
Department Contact Email	martiak@dcfs.lacounty.gov
ADA Coordinator Phone	213 351 5632
Teletype Phone	800 735 2922
California Relay Services Phone	800 735 2922
Job Field	Executive
Job Type	Officials and Administrators

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